



ADMINISTRATIVE NOTES



Superintendent
of Documents

LIBRARY PROGRAMS SERVICE

Stop SLLC

Washington, DC 20401

V. 8, no. 21

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December 1987

SPRING 1988 DEPOSITORY LIBRARY COUNCIL MEETING

The Spring 1988 meeting of the Depository Library Council will be held in Charleston, South Carolina, on Wednesday, March 9th through Friday, March 11th. The meeting will be held at the Sheraton Charleston Hotel, located at 170 Lockwood Drive in downtown Charleston (see map on following page).

The Sheraton Charleston is offering a special \$45.00 per day rate for single occupancy. This rate is guaranteed only through February 9th, and only for a block of 75 rooms, so make your reservations early!

To reserve a room call (803) 723-3000. Be sure to mention the Depository Library Council to qualify for the special room rate.

In addition to making room reservations, please fill out the attached registration form and mail it to the indicated address as soon as possible.

Mail to: David Brown
Conference Manager (Stop SM)
U.S. Government Printing Office
Washington, D.C. 20401

[] Yes, I plan to attend the March 9-11, 1988 Spring Council meeting.

[] I will need lodging and will contact the hotel directly.

Please type or print the information requested below:

Name

Institution

Name of Library/Office

Address

Telephone

City/State/Zip Code



While preparing this map, the publisher has made every effort to ensure its accuracy. However, it is possible that some errors or omissions may have occurred. If you are wishing to call attention to such discrepancies, please write to the publisher, PUBLICATIONS, INC., Box 2831, PRISTIANSTED, ST. CROIX, U.S. VIRGIN ISLANDS 00820.

CHARLESTON HISTORIC DISTRICT



UPCOMING REGIONAL MEETINGS

A planning session for Regional Librarians will be held in conjunction with the Spring meeting of the Depository Library Council in Charleston, South Carolina. The meeting will take place on Wednesday, March 9th, between 3:45 p.m. and 5:00 p.m. at the Sheraton-Charleston (site of the Spring Council meeting). Regional librarians will be asked to identify problems, challenges, and possible solutions that are uniquely related to Regionals.

This planned information exchange is in anticipation of a "Seminar on Effective Management of Regional Operations," which will be held at the Government Printing Office in conjunction with the Fall 1988 meeting of the Depository Library Council, on Tuesday, October 10, 1988.

All Regional librarians are urged to attend these two important meetings. The Fall Seminar will be particularly important for Regionals. Further information on these two events will be published in Administrative Notes in the coming months. GPO will provide the meeting room and make arrangements; however, government funds are not available to subsidize attendees other than members of the Depository Library Council.

GOVERNMENT DOCUMENTS INTEREST GROUP
ESTABLISHED IN THE STATE OF GEORGIA

In an effort to promote interest in government documents and to coordinate the efforts of documents librarians in the State of Georgia, the Government Documents Interest Group of the Georgia Library Association (GLA) was formally established on October 24, 1987, when its constitution and by-laws were approved at its first business meeting. This is the first time that a documents group has been so recognized by GLA and its membership. The following officers were elected: Chair - Lynn Walshak (Georgia Southern College); Secretary/Treasurer - Gayle Christian (Georgia State University); and Permanent Executive Secretary - Susan Field (University of Georgia).

INTERAGENCY DEPOSITORY SEMINAR

An Interagency Seminar for depository librarians will be held in Washington, DC from April 18 through April 22, 1988. This free seminar will be directed toward Depository Librarians and no tuition or fees will be charged. However, attendees must cover their own travel and subsistence expense, as no GPO funds are available for this purpose.

This seminar is being sponsored by: the Bureau of the Census, the Office of the Federal Register, the Library of Congress, Patent and Trademark Office, Copyright Office, the National Technical Information Service, and the Government Printing Office. The overarching theme of the seminar is: "Serving Your Community's Government Information Needs." The seminar will consist of an overview of the various agencies' products and activities as they relate to Federal Depository Libraries. Each agency will conduct its own segment of the program (see schedule of events.)

This Interagency Depository Seminar will be a unique event and should prove to be extremely valuable for all attending documents librarians. Knowledge gained at this seminar should significantly increase their understanding of Federal information resources and should enhance the effectiveness of their own depository operation.

Attendance must be limited to 75 documents librarians. Preference will be given to those librarians located farthest from Washington, DC. Prospective attendees should complete the following registration form and questionnaire, then mail them to GPO by December 31, 1987.

"SEPARATE" SHIPMENTS TO REGIONALS

In an effort to improve the distribution of "separate" depository shipments to regional depositories, LPS recently began mailing these shipments directly from Main GPO on November 4, 1987, with shipping list #87-645-P. "Separate" shipments to selective depositories, however, will continue to be handled by a commercial contractor off-site.

LPS will be monitoring "separates" distribution under this split-arrangement to assess the comparative effectiveness of GPO-distribution versus contractor-distribution of "separate" shipments.

INTERAGENCY DEPOSITORY SEMINAR

"SERVING YOUR COMMUNITY'S GOVERNMENT INFORMATION NEEDS"

Although the Interagency Depository Seminar is free, you must be registered in order to attend. Please provide the information requested on the form on the next page and mail it with the questionnaire to the indicated address as soon as possible.

Accommodations in Washington during the month of April can be hard to obtain. April is a peak tourist month in Washington, DC. The Carlyle Suites Hotel at 1731 New Hampshire Avenue, NW, Washington, DC has reserved a block of rooms for seminar attendees. A complete suite (bedroom, kitchen, dining, etc.) is available for \$75/night for one and \$10/night for each additional occupant. The hotel is in a good area and on the same metro line as GPO. Other Washington accommodations range from \$10/night at the Washington International Hostel to very expensive luxury hotels. The Washington, DC CONvention and Visitors Association (202) 789-7000 has a listing of hotels, motels and bread and breakfast accommodations. The phone number of the Washington International Hostel (202) 737-2333. The phone number of the Carlyle Suites Hotel is (202) 234-3200. You should make reservations as soon as possible. The absolute deadline for reservations is Friday, March 25.

Questions? call (202) 275-2229

Mail to: Chief, Inspection Team
U.S. Government Printing Office
Library Programs Service (SLL)
Washington, DC 20401

[] Yes, I plan to attend the April 18-22, 1988 Interagency
Depository Seminar

[] I will need lodging and will contact the hotel directly

Please type or print the information requested below:

(Name(

(Library)

(Office phone)

(Street address)

(City, state, zip code)

INTERAGENCY DEPOSITORY SEMINAR

"SERVING YOUR COMMUNITY'S GOVERNMENT INFORMATION NEEDS"

Schedule of EventsMonday, April 18

Intellectual Property Workshop

A full day workshop covering the basics of intellectual property: patents, trademarks and copyrights, featuring speakers from the U.S. Patent and Trademark Office and the Library of Congress' Copyright Office. Attendees will learn to differentiate between the three types of federal protection for intellectual property and the methods by which this information is accessed by the public. Special emphasis will be given to the Patent Depository Program, a nationwide network of 61 libraries which receive copies of U.S. patents and play a significant role in the dissemination of patent information to the public. Publications and search methods, where applicable, will be discussed.

Tuesday, April 19

Census Bureau Seminar

Most of the Census Bureau day will be devoted to a status and product review of the 1987 Economic Census and the 1990 Census of Population and Housing. The review will include information on the media in which products will be issued and the release schedules for these products. The Census Bureau will also provide a description of user services activities related to the catalog, monthly product announcement, and monthly newsletter; publication and tape sales; CENDATA, and online service, and the State Data Center and Business and Industry Data Center Programs. Bureau staff will provide a variety of handouts and answer your questions about the availability and uses of census data.

Wednesday, April 20

NTIS Workshop

The all-day National Technical Information Service (NTIS) portion of the workshop will be focused on NTIS interface with its users and will include a general update, overview of products and services, customer service initiatives, and online database searching. There will be featured speakers on topics of interest to everyone.

Thursday, April 21

On Thursday both the Library of Congress and the Office of the Federal Register will each conduct two half-day events. The attendees will be divided into two groups and each group will attend both the Library of Congress event and the Office of the Federal Register briefing.

The Federal Register -- What It Is and How To Use It

This is a two and one half hour workshop on the Federal regulatory system as presented by the Office of the Federal Register, National Archives and Record Administration. The workshop covers: the regulatory process; the relationship between the Federal Register and the Code of Federal Regulations; the important elements of typical Federal Register documents; and, an introduction to the finding aids of the Federal Register publication system.

Library of Congress Presentations

There will be presentations on the Library Services Division of the Congressional Research Service (CRS); the Library of Congress' documents collection; and the Document Expediting Project. Tours of CRS and the Library of Congress will also be offered.

Friday, April 22 Library Programs Service Depository Workshop

The Library Programs Service (LPS) workshop will cover the operation of the Library Programs Service and describe the process by which LPS acquires, classifies, catalogs and distributes depository copies. The Depository Library Inspection Program will be discussed along with the responsibilities of Federal Depository Libraries. Depository operations (such as: collection development, bibliographic control, free access and depository promotion) will also be covered in presentations.

"Serving Your Community's Government Information Needs" - Panel discussion (2 hours) - Representatives of the sponsoring agencies will address issues and questions raised during the week.

All events will be held in either GPO's Main Building or in the Library of Congress' Madison Building. Presentations will begin promptly at 8:30 a.m. and last until approximately 3:30 to 4 p.m. All attendees will be expected to attend all events.

INTERAGENCY DEPOSITORY SEMINAR

Questionnaire

The sponsoring agencies of the Interagency Depository Seminar want to identify areas of interest to the Federal Depository Library Community as they relate to their agency. In this way they can ensure that their presentations address the concerns of these libraries. Please take a moment to complete the following questionnaire and either mail it with your registration or send it separately to the Chief, Inspection Team.

_____ (check most correct response)

Are you planning to attend the Interagency Depository Seminar?

_____yes _____no _____don't know

Patent and Trademark Office

How would you describe your expertise in terms of this agency's publications and activities? _____Expert _____Knowledgeable
_____Familiar _____Unfamiliar

Areas I would like addressed _____

Copyright Office

How would you describe your expertise in terms of this agency's publications and activities? _____Expert _____Knowledgeable
_____Familiar _____Unfamiliar

Areas I would like addressed _____

Census Bureau

How would you describe your expertise in terms of this agency's
 publications and activities? _____Expert _____Knowledgeable
 _____Familiar _____Unfamiliar

Areas I would like addressed _____

NTIS

How would you describe your expertise in terms of this agency's
 publications and activities? _____Expert _____Knowledgeable
 _____Familiar _____Unfamiliar

Areas I would like addressed _____

Office of the Federal Register

How would you describe your expertise in terms of this agency's
 publications and activities? _____Expert _____Knowledgeable
 _____Familiar _____Unfamiliar

Areas I would like addressed _____

Library of Congress

How would you describe your expertise in terms of this agency's
 publications and activities? _____Expert _____Knowledgeable
 _____Familiar _____Unfamiliar

Areas I would like addressed _____

GPO's Library Programs Service

How would you describe your expertise in terms of this agency's

publications and activities? _____Expert _____Knowledgeable
_____Familiar _____Unfamiliar

Areas I would like addressed _____

If you need more space for any response you can write them on
blank paper and attach it to a copy of this form.

OCTOBER 1987 DEPOSITORY LIBRARY COUNCIL RECOMMENDATIONS

1. The Depository Library Council recommends to the Public Printer that the Library Programs Service continue to list the Corrections for Previous Monthly Catalogs in each issue of the Monthly Catalog, and to cumulate the corrections in the annual index volume. The proposal to delete one or the other should be considered only when a suitable substitute is available for all recipients of the Monthly Catalog.

Rationale: Council recognizes the variety of ways in which depository libraries and other recipients currently use this information. Both the timeliness of the monthly corrections and the convenience of the annual cumulation are important to users. Substitute information provided exclusively to depositories will not address the needs of non-depository recipients.

2. The Depository Library Council has no objections to the Library Programs Service proposal to discontinue the listing of New Classification Numbers in the Monthly Catalog.

Rationale: Alternative sources such as the Shipping List or the new "Weekly Updates" to the List of Classes are adequate to handle the depository library requirements for this information and should prove to be more timely than the Monthly Catalog. However, the Depository Library Council advises the Public Printer that this proposal may not meet the needs of non-depository recipients of the Monthly Catalog.

3. The Depository Library Council applauds the Public Printer for the establishment of the Information Technology Program (ITP) and the appointment of Jan Erickson to head that effort. The Depository Library Council needs to be an active participant in the planning for production and dissemination of information in electronic format. As the request for FY 1989 GPO appropriations, which will include funds for pilot projects, will be submitted prior to the Spring Depository Library Council meeting, Council offers its help in the development of plans for pilot projects through a subcommittee of Council. The Chair will appoint the members of the subcommittee.

Rationale: Because of the significant impact of dissemination of electronic information to depository libraries, Council should be an active partner with GPO in planning and seeking funding for pilot projects. The Depository Library Council subcommittee can bring the depository library perspective to the ITP planning process and strengthen Depository Library Council understanding of this vital issue.

4. The Depository Library Council wishes to thank the Superintendent of Documents, Library Programs Service personnel and the Bureau of the Census for sponsoring the October 13th workshop on the 1990 Census. Council feels the next step should be the formation of a planning committee by the Public Printer to work with the Bureau of the Census to identify and meet depository

library users needs for Census products. The committee should include representatives from GPO, the Depository Library Council, the Joint Committee on Printing, the Census Bureau and a depository librarian associated with a State Data Center. The Depository Library Council further recommends that the Chief of the Depository Administration Branch be designated liaison between the Committee and the Bureau of the Census.

Rationale: The Library Programs Service should take immediate advantage of the Census Bureau's strongly expressed interest in meeting depository library needs by establishing the Committee and a liaison in order to satisfy, at the minimum, the following depository library needs:

1. Advance identification and early notification to depository libraries of Census publication plans so that libraries will be able to evaluate their current item selections and revise them well before publication, including:
 - a. Early surveys of depository libraries for Census products new to the system, with provision of geographical selectivity by state for all possible products - particularly bulky microfiche sets.
 - b. Early notification of depository libraries (a year before actual survey, if possible) regarding machine readable products such as CD-ROM which will be distributed in the depository system. This should include clear and detailed descriptions of hardware and software needed for their use, so the libraries may fit these needs into their budgets and fundraising plans.
2. Acquisitions and dissemination to depository libraries of all Census print and microfiche products, and, at least, those electronic products (such as CD-ROM and floppy disks) that can be used on a microcomputer.
5. The Depository Library Council recommends to the Public Printer that a serials control system be implemented at the Library Programs Service.

Rationale: The Library Programs Service urgently needs the capability to insure that all issues of serials are received and distributed through the depository system. This control mechanism would provide the Library Programs Service with information essential to make timely and concerted efforts to acquire missing issues. Depository libraries experience significant problems with missing issues due to the absence of adequate serial controls within LPS.

6. Once a specification for paper permanence is formally adopted by the Joint Committee on Printing, the Depository Library Council recommends that the Public Printer notify government publishers of the availability of permanent paper and the benefits of using it. The Depository Library Council recommends that GPO encourage the use of permanent paper for publications with

enduring research value.

Rationale: The library community has expressed to Council a concern about the deterioration of older government documents printed on acidic paper. Council shares this concern and believes that the Joint Committee on Printing should include considerations of archival life in paper specifications in order to minimize this problem in the future.

7. The Depository Library Council recommends to the Public Printer that the Government Printing Office review its original agreement with the Department of Energy for the provision of bibliographic access to energy information through Energy Research Abstracts rather than the Monthly Catalog. The recent proposal by the Department of Energy to eliminate the paper version of Energy Research Abstracts may weaken the intent of the original agreement.

Rationale: The Department of Energy's proposal to stop paper production of Energy Research Abstracts has the potential to seriously reduce the bibliographic access by depository libraries and abstract users to energy information. Such a move would leave the user community with Government Reports Announcements, which currently has no abstracts or analytics, or the ERA equivalent on-line database, which many libraries cannot afford.

8. When additional bound editions of the Congressional Record are to be published, the Depository Library Council recommends to the Public Printer that dual format distribution be reinstated for depository libraries.

Rationale: The Congressional Record is a standard reference source and a primary historical document. A wide variety of library patrons make extensive use of this title. Depositories should have the option of paper copy as well as fiche copy for such an important source. The Depository Library Council recognizes that this cannot be implemented for Volume 131 which is already in production.

9. The Depository Library Council commends the Library Programs Service for increasing efficiency in the depository inspection program and encourages the implementation of a three-year inspection cycle. In support of this goal, Council recommends that the Library Programs Service fill the vacant inspector position as expeditiously as possible while maintaining established qualification standards.

10. The Depository Library Council is concerned with the undistributed microfiche currently embargoed due to litigation. Council suggests that the title and SuDoc numbers of the documents in that microfiche be made available in Administrative Notes and that the Library Programs Service develop a tracking system to identify the status of all titles and issues between the print order and mailing of the titles and issues, regardless of format.

Rationale: Repeated inquiries to the Library Programs Service and members of Council could be handled more effectively by having the titles and SuDoc numbers of the documents in question.

11. The Depository Library Council commends Susan Shaw, Judith Snow, Barbara Stock, Allison Supancic, Christine Ta and Kathleen Eisenbeis of the graduate School of Library and Information Science, University of Texas, Austin for

the compilation of the Administrative Notes Index. Council further commends the Library Programs Service for the prompt distribution of the Index.

SOD 13

As promised during the Fall 1987 Council meeting, SOD 13, the Superintendent of Documents Policy Statement on the format of publications distributed to depository libraries, is reprinted following the Council's voting record on the next page.

COUNCIL VOTING RECORD

AN-v8-n21-12/87

RECOMMENDATIONS	1	2	3	4	5	6	6	6	6	7	8	9	10	10	10	10	11
Collier	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Dickinson	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y
Eisenbeis	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
Holterhoff	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Jacob	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kessler	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
Lang	Y	Y	Y	Y	Y	N	AB	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Phillips	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
Prudden	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
Raum	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Russell	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	Y
Simmons	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Van De Voorde	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
Hordusky	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
TOTAL	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
Yea	13	13	13	13	13	12	12	13	13	13	13	13	13	8	4	7	13
Nay						1								5	9	6	
Absent																	
Abstention	1	1	1	1	1	1	2	1	1	1	1	1	1	1	1	1	1

Recommendation 6 was voted upon by Council four times. It was tabled, called off the table, amended and than final vote.

Recommendation 10 was voted upon by Council four times. It was amended three times and than final vote.

In each recommendation, the last vote listed is the final vote by Council.

SUPERINTENDENT OF DOCUMENTS
POLICY STATEMENT

EFFECTIVE DATE August 22, 1983

NO. SOD 13
SUPERSEDES
NO. SOD 13
DATED 8/21/81

Subject: Format of Publications Distributed to Depository Libraries

Policy.

Publications will be sent to depository libraries in either paper or microfiche format. Distribution will be made in microfiche rather than paper format, when appropriate, to minimize the cost of printing and binding and to help alleviate space problems in depository libraries. Some series and types of documents may be distributed in both formats, when it is cost effective for the Federal Government and beneficial to the library community. In such cases, selective depository libraries may choose to receive paper or microfiche format, but not both. Regional depositories will receive documents in hard copy and microfiche when both formats are distributed.

Documents published by Federal agencies in microfiche will be distributed to depository libraries in that format. Documents published in paper format will be reviewed for suitability for conversion to microfiche. Primary considerations will be the physical characteristics of a publication, the nature of its content, and its relationship to other publications. Consistency of format and optimum usability of depository collections will be continuing objectives.

The following guidelines will be applied to determine whether publications are suitable for distribution in microfiche format:

- a. Documents whose physical characteristics make them unsuitable for microfiche conversion will be distributed in paper, when possible, regardless of other considerations. These characteristics include:
 - (1) height greater than 11" or width greater than 14", including publications that contain foldouts or are accompanied by other materials that exceed 11" high or 14" wide; (2) color or half-tone illustrations that are essential for use; (3) continuous tone photographs; (4) characters that are illegible or smaller than six point type; (5) updates and inserts required (e.g. looseleaf services); and (6) paper other than white.
- b. Popular and consumer oriented publications will not be distributed in microfiche. Two factors in determining whether a publication falls into this category are the topic and the intended audience. Nontechnical documents on subjects like gardening, child care, etc., will not be converted. Publications intended for the general public, high school students, the homeowner, the elderly, etc., also will not be converted. Most brochures and pamphlets fall into this category.
- c. Documents whose primary purpose is to provide news or public awareness of Federal programs and activities will be distributed in paper format. In particular, this includes newsletters, bulletins, circulars, and periodicals in a magazine format.

- d. Standard reference works will be distributed to depository libraries in paper format. Standard reference works are defined as documents that are of broad interest and designed by arrangement and treatment to be consulted for definite information, rather than continuous reading. Examples of such publications are dictionaries, directories, indexes, almanacs, bibliographies, handbooks, manuals and guides, telephone books, and publication catalogs.
- e. Law reference publications, except bills, will be distributed in paper or both formats. Law reference publications include regulations, rules, instructions, orders, interpretations, opinions, decisions, laws, and bills. Bills will be distributed in microfiche format only.
- f. Posters, maps, charts, and pictures will be distributed in paper format. Exceptions may be allowed for large map sets that are usable in microfiche format.
- g. Documents less than 14 pages in length will not be converted to microfiche, because it is not cost effective. Exceptions to this are individual issues of series, single volumes, or transmittals, when the original document or series was distributed in microfiche format.
- h. Documents classified as addresses (typically speeches) will be distributed in paper format.
- i. Annual reports that describe the missions and activities of major Federal agencies, and other organizations of particular interest, will be distributed in paper format. Significant compilations of statistics issued as annual reports by government bodies at all levels also will be distributed in hard copy. Annual reports for most smaller or subordinate organizations and programs will be converted to microfiche format for distribution.
- j. Proceedings and papers from symposia, conferences, or meetings will be converted to microfiche for distribution.
- k. Scientific and technical publications will be distributed in microfiche format. This category includes publications intended for a specialized audience and that provide technical treatment of any subject or report research on scientific and technical subjects.
- l. Documents that are primarily compilations of statistics compiled from surveys and on specialized topics will be distributed in microfiche format. Exceptions to this are major statistical compilations issued annually by Federal agencies, which are considered standard reference works.
- m. Documents intended for use by or of particular interest to librarians (for example documents published by the Library of Congress) will be distributed in the format in which they are originated.
- n. Corrections, errata, updates, etc., will be distributed in the same format as the original work.
- o. Publications for the visually impaired will remain in paper format.

This policy pertains to all U.S. Government documents subject to distribution to depository libraries.

Application.

- a. This policy will be applied in the following manner, based on the way in which documents are issued:
- (1) Serials. Serials are publications issued in successive parts, usually bearing a numerical or chronological designation, and intended to be continued indefinitely. A decision to distribute a serial in microfiche format will apply to all future issues. Serials may be divided into three categories:
 - (a) Monographic series. These are groups of publications related to one another by the fact that each item bears, in addition to its own title, a collective title applying to the group as a whole. Series may be numbered or unnumbered. Earlier numbers of numbered serials will not usually be converted.
 - (b) Periodicals. These are dated publications issued three or more times a year. Conversion of a periodical will begin with the first issue of the volume or year.
 - (c) Semiannual, annual, and biennial publications. These are publications issued twice a year, once a year, and every two years, respectively.
 - (2) Monographs. Monographs are defined as publications complete in one part or a finite number of separate parts. An individual decision as to distribution format will be required for each monograph.
- b. The Director, Library Programs Service, is responsible for (1) ensuring the publications are distributed to depository libraries in the appropriate format; (2) conversion of hard copy publications to microfiche format and production of depository copies; and (3) providing accurate counts for ordering publications to appropriate officials, including the GPO Customer Service Department, Regional Printing Procurement Offices, and other Federal agencies.
- c. Exceptions to this policy must be authorized by the Director, Library Programs Service or his/her authorized designate.

References.

JCP letter, March 25, 1977.

GPO Instruction 565.1A, Microfiche Conversion of Documentation for Distribution to Depository Libraries, February 1, 1979.

Guidelines for Microfiche Conversion, July 1981.

SOD 52, Distribution of Documents to Depository Libraries (pending).

Michael J. McNamee
Superintendent of Documents

Approval		
Office	Initials	Date
SA		
SS	<i>MS</i>	8-22-83
SL	<i>MS</i>	5-22-83
SD	<i>MS</i>	8-22-83

Update to the LIST OF CLASSES

AN-v8-n21/12/87

1987-26

DATE 10-22-87

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CLASS NUMBER ITEM NUMBER

CHANGE/NOTICE

A 92.45:	0021-F-06	Alaska Farm Reporter (P) will no longer be distributed to depository libraries. The Agriculture Department has determined that this is not a U. S. Government publication as defined by 44 U.S.C. § 1901.
C 3.158:	0142-A	Change title from Current Industrial Reports M 37G New Complete Aircraft and Aircraft Engines (except Military) to Civil Aircraft and Aircraft Engines (P) effective with the the June 1987 issue. All other information will remain the same.
C 3.164:130-	0144-A-01	FT-130 General Imports of Cotton, Wool, and Manmade Fiber Manufacturers (MF) has been discontinued effective with the 1986 issue.
C 3.223/22:80 R 2	0154	Change format from MF to Paper.
C 3.238/2:	0148-C	Change format from MF to Paper.
D 301.45/19-10:	0422-B	Directorate of Mathematical and Information Sciences, Air Force Office of Scientific Research, Research Summaries (MF), has been added to item number 0422-B.
D 301.45/27-10:	0421-E-03	Fiscal Year ... Air Force Technical Objective document (annual) (MF) has been removed from D 301.45/27:, Air Force Human Resources AFHRL TR (series) (MF), and given its own class, D 301.45/27-10:.
ED 1.8/3:	0461-B-01	Application Development Guide, Talent Search Program (triennial) (P) has been added to item number 0461-B-01.
HE 20.8/2:	0496-A	PHS Grants Administration Manual (P) has been added to item number 0496-A.
HE 20.8/3:	0496-A	PHS Grants Policy Memorandum (P) has been added to item number 0496-A.

Update to the LIST OF CLASSES

1987-27

DATE 10-26-87

PAGE 1 OF 4

CLASS NUMBER ITEM NUMBER

CHANGE/NOTICE

A 92.9/15:	0021-F	Poultry Production and Value (annual) (MF) has been added to item number 0021-F.
C 55.309/2-5:	0610-A	Marine Recreational Fishery Statistics Survey, Pacific Coast (annual) (P) has been removed from C 55.309/2:, Current Fisheries Statistics (P) and given its own class, C 55.309/2-5:.
C 55.325/4:	0616-L-03	Change Format from Paper to MF.
ED 1.116/3:	0460-A-52	State Higher Education Profiles (annual) (P) has been added to item number 0460-A-52.
HE 20.11/3:	0481-A	ODPHP (Office of Disease Prevention and Health Promotion) Publications List (annual) (P) has been added to item number 0481-A.
HE 20.6216/5:	0508-G	NCHS Health Interview Statistics, Publications from the National Health Interview Survey, Advance Data Reports (annual) (P), has been added to item number 0508-G.
HE 20.7613/2:	0504-A	Smoking and Health Bulletin . This is a change in class from HE 20.7211: to HE 20.7613/2:. The issuing office is now the Center for Health Promotion and Education.
HH 1.23/3:	0582-D	Housing and Planning Reference, New Series, has been discontinued with Number 109, July/August 1985.
HH 1.99/6:	0582-T	News Release (series) (P) has been added to item number 0582-T.
I 19.3/6:	0620	Stratigraphic Notes (annual) (P) has been removed from I 19/3:, Bulletins (P), and given its own class, I 19.3/6:.
I 28.29/3:	0639-G	Directory of Cement Producers (annual) (MF) has been added to item number 0639-G.

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I 28.55:	0639-G	Mercury (quarterly) (MF) has been added to item number 0639-G.
I 28.63/3:	0639-G	Sulfur Advance Summary (annual) (MF) has been added to item number 0639-G.
I 28.70:	0639-G	Flourspar (quarterly) (MF) has been added to item number 0639-G.
I 28.70/2:	0639-G	Flourspar (annual) (MF) has been added to item number 0639-G.
I 28.73:	0639-G	Tungsten (monthly) (MF) has been added to item number 0639-G.
I 28.73/2:	0639-G	Tungsten (annual) (MF) has been added to item number 0639-G.
I 28.75:	0639-G	Silicon (monthly) (MF) has been added to item number 0639-G.
I 28.76:	0639-G	Cobalt (monthly) (MF) has been added to item number 0639-G.
I 28.77:	0639-G	Platinum (quarterly) (MF) has been added to item number 0639-G.
I 28.78:	0639-G	Vanadium (monthly) (MF) has been added to item number 0639-G.
J 1.59:	0717-B-01	Justice Assistance News (P) was cancelled effective with Volume 6, No. 4, 1985.
L 2.124/2:(date)	0768-G-01	Change title from Series Available and Estimating Methods BLS Current Employment Statistics Program (irregular) (P) to Manual on Series Available and Estimating methods BLS Current Employment (P) (annual).
PrEx 3.10/7-15:	0856-A-04	Directory of Polish Officials (MF) has been removed from PrEx 3.10/7:, Directorate of Intelligence Publications (numbered) (MF) and given its own class, PrEx 3.10/7-15:.

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S 1.123:	0862-B	Change in title from Background Notes, Vatican City, to Background Notes, The Holy See.
T 63.214:	0970-A-10	Change format from Paper to MF.
T 70.9/7:		Monthly Statistical Release, Tobacco Product, has been determined to be internal and official use only publication and will not be sent to depository libraries.
VA 1.23/3-2:	0983-B	Change format from MF to Paper.
Y 3.N 88:10-4/	1051-H-02	Compilation of Contract Research for the Chemical Engineering Branch, Division of Engineering Technology (MF) has been removed from Y 3.N 88:10/, Reports, NUREG-(series) (MF), and given its own class Y 3.N 88:10-4/.
Y 3.N 88:10-5/	1051-H-02	Occupational Radiation Exposure at Commercial Nuclear Power Reactors and Other Facilities (MF) has been removed from Y 3.N 88:10/., Reports, NUREG-(series) (MF), and given its own class Y 3.N 88:10-5/.
Y 3.N 88:25-5/	1051-H-11	Long-Term Embrittlement of Cast Duplex Stainless Steels in LWR Systems (MF) has been added to item number 1051-H-11.
Y 3.N 88:25-9/	1051-H-11	NDE of Stainless Steel and On-Line Leak Monitoring of LWRs, Annual Report (MF) has been removed from Y 3.N 88:25/, Contractor Reports NUREG/CR (series) (MF), and given its own class, Y 3.N 88:25-9/.
Y 3.N 88:25-10/	1051-H-11	Steam Generator Group Project (annual) (MF) has been removed from Y 3.N 88:25/, Contractor Reports NUREG/CR (series) (MF), and given its own class Y 3.N 88:25-10/.
Y 3,T 25:1-19/	1080	Inspector General Semiannual Reports (semiannual) (MF) has been added to item number 1080.

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Y 4.J 89/1-11:

1020-B

Rules of Civil Procedure for the United States District Courts (annual) (MF) has been removed from Y 4.J 89/1:, Hearings, Prints, and Miscellaneous Publications, and given its own class, Y 4.J 89/1-11:.

Y 4.N 16/10:

1009-C-08

Rules of the Select Committee on Narcotics Abuse and Control (biennial) (MF) has been removed from Y 4.N 16:, Hearings, Prints, and Miscellaneous Publications (MF), and given its own class, Y 4.N 16/10:.

Y 4.R 86/1-12:

1025-C

Rules Adopted by the Committees of the House of Representatives has been removed from Y 4.R 86/1:, Hearings, Prints, and Miscellaneous Publications (P), and given its own class, Y 4.R 86/1-12:.

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A 13.80/6:	0083-B-05	Forest Statistics for Northwest Florida (annual) (MF) has been removed from A 13.80:, Resource Bulletins (numbered) (MF), and given its own class, A 13.80/6:.
A 104.12/2-2:	0024-P-03	Change format from Paper to MF.
C 1.37/3:	0126-C-04	Directory of Women Business Owners, Megamarketplace East/West (annual) (P) has been added to item number 0126-C-04.
C 3.158:	0142-A	Change title and frequency from Men's, Women's, Misses and Junior Selected Apparel to Selected Apparel; monthly to a quarterly. Format will remain Paper.
C 21.3/3:	0252-A	Reclassification Orders (series) (MF) has been added to item number 0252-A.
C 51.11/2-2:	0188-A-03	Directory of Computerized Data Files (P), frequency will now be annual.
C 55.108/6:	0275-E	AFOS Handbook (series) (MF) has been removed from C 55.108:, Handbooks, Manuals, Guides, and given its own class, C 55.108/6:.
C 59.20/2:	0130-D-06	Change title from U.S. Direct Investment Abroad: Operations.....(P) to U.S. Direct Investment Abroad: Operations of U.S. Parent Companies and their Foreign Affiliates (annual) (P).
CC 1.2/10:	0285-C	Directory of Field Contacts for the Coordination of the use of Radio Frequencies (P). Change class from CC 1.2/2: to CC 1.2/10:.
D 103.35/15:	0334-A-06	Water Resources Development in Iowa (biennial) (P) has been added to item number 0334-A-06.
D 116.17:	0346-A	Effective with Volume 3, No. 2 the Summer 1987 issue, the title will change from The Army Chemical Journal (quarterly) (MF) to The Army Chemical Review (quarterly) (MF).

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D 103.35/31:	0334-A-06	Water Resources Development in New Mexico (biennial) (P) has been removed from D 103.35:, Water Resources Development by Corps of Engineers (by Area), and given its own class, D 103.35/31:.
ED 1.23/2:	0461	The Fund for the Improvement of Postsecondary Education, Comprehensive Program Information and Application Procedures (annual) (P), has been removed from ED 1.23:, Fund for the Improvement of Postsecondary Education (publications) (rev. 1965) (P), and given its own class, ED 1.23/2:
I 19.65:	0191-A	Effective with Volume 18, No. 1, the title will change from Earthquake Information Bulletin (P) bimonthly to Earthquake and Volcanoes (P) bimonthly.
L 1.34/6:	0744-A	Publications of the U.S. Department of Labor (annual) (P) has been removed from L 1.34: Bibliographies and Lists of Publications (P), and given its own class, L 1.34/6:.
LC 19.15/2:	0806-A-10	Books for Blind and Physically Handicapped Individuals (annual) (P) has been removed from LC 19.15:, Facts (series) IP), and given its own class, LC 19.15/2:.
PrEx 9.10:	0766-C-09	National Trade Estimate Report on Foreign Trade Barriers (P). Change class from PrEx 1.14: to PrEx 9.10:.
PM 1.53:	0290-J-01	Change in Class from PM 1.Form: to PM 1.53: (P).
Y 4.P 84/10-13:	1022-B	Legislative Calendar (P) has been removed from Y 4.P 84/10:, Hearings, Prints, and Miscellaneous Publications (P) and given its own class, Y 4.P 84/10-13:

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Number	Title	Committee
100-31	Congressional Directory (1987-1988, 100th Congress)	Joint Committee on Printing
*	* * * *	* * *
100-46	On-Site Staff Examination of Narcotics Control Efforts in Bolivia	Caucus on International Narcotics Control
100-47	U.S. Arms Control and Disarmament Agency 1986 Annual Report	Foreign Relations (Senate) and Foreign Affairs (House)
100-48	Narcotics-Related Foreign Aid Sanctions: An Effective Foreign Policy?	Caucus on International Narcotics Control
100-49	Data and Materials Related to United States-Canada Free Trade Negotiations	Finance
100-50	Opportunities for Reducing the Cost of Federal Operations Through Greater Use of Value Engineering	Governmental Affairs

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Number	Title	Committee
99-1094	Declining Federal Health and Safety Standards: Hospital Disinfectants and Antiseptics	Joint Economic

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100-6, Pt.2	Mastering the World Economy	Finance
100-6, Pt.3	Mastering the World Economy	Finance
100-49, Pt.2	Rail Safety	Commerce, Science, and Transportation
100-56, Pt.2	High Risk Occupational Disease Notification and Prevention Act of 1987 (S. 79)	Labor and Human Resources
*	* * *	* * *
100-153	Reauthorization of the Education Consolidation and Improvement Act (Field hearings held in St. Johnsbury, VT, and Waterbury, VT)	Labor and Human Resources (Senate) and Education and Labor (House)
100-154, Pt.1	Agriculture, Rural Development, and Related Agencies Appropriations for Fiscal Year 1988 (Department of Agriculture, Farm Credit Administration)	Appropriations
100-155, Pt.I	Definition of Insider Trading	Banking, Housing, and Urban Affairs
100-156	Interaction Between U.S. Tax Policy and Domestic Research and Development (S. 58 and S. 716)	Finance
100-157	Employee Ownership on Hostile Takeovers	Banking, Housing, and Urban Affairs
100-158	Workers' Rights and Trade Adjustment Assistance Programs (S. 490 and H.R. 3)	Finance
100-159	Space Shuttle Oversight	Commerce, Science, and Transportation
100-160	Alaska Native Claims Settlement Act Amendments of 1987 (S. 1145 and H.R. 278)	Energy and Natural Resources

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100-161	The Farm Credit System Crisis (Field hearing held in Marianna, FL)	Budget
100-162	New Deficit Estimates and Revising the Gramm-Rudman-Hollings Targets	Budget
100-163	Jobs for Employable Dependent Individuals Act (S. 514)	Labor and Human Resources
100-164	America's Training Needs	Labor and Human Resources
100-165	MOSS Talks/U.S. Auto Parts Industry (Market-Oriented, Sector Specific)	Labor and Human Resources
100-166, Pt.1	Guaranteed Job Opportunity Act (S. 777) (Field hearings held in Washington, DC, and Moline, IL)	Labor and Human Resources
100-166, Pt.2	Guaranteed Job Opportunity Act (S. 777)	Labor and Human Resources
100-167	How to Increase Small Business Participation in Export Markets	Small Business
100-168	To Present and Examine the Result of a Survey of the Graduates of the Small Business Administration Section 8(a) Minority Business Development Program	Small Business
100-169, Pt.1	Catastrophic Health Insurance (Not yet authorized for printing)	Finance
100-169, Pt.2	Catastrophic Health Insurance (Not yet authorized for printing)	Finance
100-169, Pt.3	Catastrophic Health Insurance	Finance
100-170, Pt.1	Management of the U.S. Customs Service (Field hearings held in Brownsville and Laredo, TX)	Finance

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100-171	Impact of Imports and Foreign Investment on National Security (S. 285, S. 470, S. 490, S. 694, and Section 171 of H.R. 3)	Finance
100-172	Great Smoky Mountains Wilderness Act (S. 693 and S. 695)	Energy and Natural Resources
100-173	National Oil Security Policy (S. 694)	Energy and Natural Resources
100-174	Embassy Construction and Diplomatic Security	Budget
100-175	Proposed Changes in Farmers Home Administration Credit Regulations	Agriculture, Nutrition, and Forestry
100-176	Nomination of Kenneth C. Rogers	Environment and Public Works
100-177	Implementation of the Endangered Species Act in the State of Maine (Field hearing held in Portland, ME)	Environment and Public Works
100-178	Digital Audio Recorder Act of 1987 (S. 506)	Commerce, Science, and Transportation
100-179	Oversight of the Independent Counsel Statute	Governmental Affairs
100-180	Inspector General Act Amendments of 1987 (S. 908)	Governmental Affairs
100-181	Authorizations for the Public Buildings Service of the General Services Administration	Environment and Public Works
100-182	Toshiba-Kongsberg Technology Diversion Case	Banking, Housing, and Urban Affairs
100-183	Regulating Hostile Corporate Takeovers (S. 227, S. 678, S. 1323, S. 1324, and S. 1264)	Banking, Housing, and Urban Affairs
100-184	Home Care: The Agony of Indifference	Aging

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100-185	Polygraphs in the Workplace	Labor and Human Resources	
100-186	Economic Dislocation and Worker Adjustment Assistance Act (S. 538)	Labor and Human Resources	
100-187, Pt.1	Clean Air Act Amendments of 1987 (S. 300, S. 321, S. 1351, and S. 1384)	Environment and Public Works	
100-187, Pt.2	Clean Air Act Amendments of 1987 (Not yet authorized for printing)	Environment and Public Works	
100-187, Pt.3	Clean Air Act Amendments of 1987 (S. 300, S. 321, S. 1351, and S. 1384)	Environment and Public Works	
100-188, Pt.1	Arctic National Wildlife Refuge, Alaska	Energy and Natural Resources	
100-188, Pt.2	Arctic National Wildlife Refuge, Alaska	Energy and Natural Resources	
100-189	Indian Economic Development Conditions	Indian Affairs	
100-190	ODS Liner Reform and Foreign Shipping Practices Act of 1987 (S. 1183)	Commerce, Science, and Transportation	
100-191	Oversight of the Air Traffic Control System	Commerce, Science, and Transportation	
100-192	Reauthorization of the State and Local Government Cost Estimate Act of 1981 (S. 1530)	Governmental Affairs	
100-193	NOAA Authorization (Ocean and Coastal Programs)	Commerce, Science, and Transportation	
100-194	NOAA Authorization--Space (Atmospheric and Satellite Programs)	Commerce, Science, and Transportation	
100-195	Day Care for Working Families Act of 1987 (S. 1271) (Field hearing held in Toledo, OH)	Labor and Human Resources	

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100-196	Older Americans Act of 1987 (S. 887)	Labor and Human Resources
100-197	Cash Management Improvement Act of 1987 (S. 1381)	Governmental Affairs
100-198	Financial Condition of Federally Insured Depository Institutions	Banking, Housing, and Urban Affairs
100-199	Financial Restructuring Proposals	Banking, Housing, and Urban Affairs
100-200	Nominations---July (McArtor, T. Allan, to be Administrator, Federal Aviation Administration. McKiernan, Gerald J., to be Assistant Secretary for Congressional and Inter- governmental Affairs, Department of Commerce. Vance, Bernard Wayne, to be General Counsel; and Petroskey, Dale A., to be Assistant Secretary for Public Affairs, Department of Transportation. Orr, Robert D.; Luna, Charles; and Trent, Darrell M.; to be Members of the Board of Directors, National Railroad Passenger Corporation. Edwards, Jack, to be a Member of the Board of Directors, Metro- politan Washington Airports Authority.)	Commerce, Science, and Transportation
100-201	Stratospheric Ozone Depletion and Chlorofluorocarbons	Environment and Public Works
100-202	Federal Employee Compensation Equity Act of 1987 (S. 552)	Governmental Affairs
100-203	Oversight of Value Engineering Programs in Federal Agencies	Governmental Affairs
100-204	Oversight of Fishery Programs (S. 62)	Commerce, Science, and Transportation
100-205	Reauthorization of the Nuclear Regulatory Commission for Fiscal years 1988 and 1989 and Nuclear Emergency Planning	Environment and Public Works

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100-206	The 1985 Farm Bill Revisited: Competing Views	Agriculture, Nutrition, and Forestry
100-207	Nutrition for the Homeless (S. 728 and S. 812)	Agriculture, Nutrition, and Forestry
100-208	Alternative Agricultural Products Research Act of 1987 (S. 970)	Agriculture, Nutrition, and Forestry
100-209	High-Level Nuclear Waste Issues	Environment and Public Works
100-210	Issues Confronting the Semiconductor Industry (S. 442)	Judiciary
100-211	Aviation Safety/Air Traffic Control Restrictions	Commerce, Science, and Transportation
100-212	Federal Accounting of Seized Cash in Federal Agencies	Governmental Affairs
100-213	General Oversight on Patent and Trademark Issues	Judiciary
100-214	Price-Anderson Act Amendments of 1987 (S. 44 and S. 843)	Environment and Public Works
100-215	Shoreham Nuclear Powerplant Licensing Issues	Environment and Public Works
100-216	Copyright Issues Presented by Digital Audio Tape	Judiciary (Senate) and Judiciary (House)
100-217	NSF Authorization and Industrial Competitiveness	Commerce, Science, and Transportation
100-218	Agricultural Trade Proposals (S. 310 and S. 512)	Agriculture, Nutrition, and Forestry
100-219	Generic Payment-in-Kind Certificates	Agriculture, Nutrition, and Forestry

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